

Fairlight Primary & Nursery School

St. Leonards Road, Brighton BN2 3AJ

01273 601270 office@fairlight.brighton-hove.sch.uk

www.fairlight.brighton-hove.sch.uk



Receptionist Fairlight Primary and Nursery School

We are looking for a friendly and enthusiastic Receptionist / Admin to be part of our office team. The successful candidate will be expected to provide support with general office duties (and therefore must have solid IT Skills) including Microsoft Office, whilst also providing an outstanding customer service to our families, students, staff and other visitors. Whilst experience in a school environment would be great, a customer-focused and can-do attitude are far more desirable.

The children are very proud of our school's unique qualities and character. They will tell you all about our diverse community and being part of Brighton city centre community life. We are a welcoming place that has been celebrated in newspapers and on the TV but most of all the children will tell you that Fairlight is a creative environment that is a great place to learn and is a fun place to be. OFSTED described Fairlight as "***a good school with a number of considerable strengths.***"

For more information about our school visit our school website:
<http://www.fairlight.brighton-hove.sch.uk>

Closing Date for applications: 12noon 25th September 2020

All applications should be sent direct to the school via email:
donnakelly@fairlight.brighton-hove.sch.uk.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to a Disclosure & Barring Service (DBS) check.

Interviews: 1st October

EVERY INDIVIDUAL CHILD ACHIEVES

Damien Jordan Headteacher

Donna Barber, Sharon Lynn Assistant Headteachers

Lloyd Holman Chair of Governors